

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Overtime Usage Estimate, First Quarter FY 1985

Chief, New Building Project Office, OL 3E40 Headquarters		EXTENSION	NO.
			OL 2122-84
		DATE	22 October 1984
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. C/B&FB/EO/OL		✓	10/23
2.			
3. EO/OL	26/10	4M	
4.			
5. DC/B+FB.	10/26	✓	
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. VIA

1-3 Initial memorandum requested 20 has O/T for general administrative purposes.

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22 October 1984

MEMORANDUM FOR: Executive Officer, OL

VIA: Chief, Budget and Fiscal Branch, EO/OL

FROM:

Chief, New Building Project Office, OL

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SUBJECT: Overtime Usage Estimate, First Quarter FY 1985

REFERENCE: Memo for EO/OL fm C/NBPO/OL, dtd 20 Sep 84,
Same Subject

The referenced memorandum contains an estimate of New Building Project Office's overtime requirements for the first quarter of FY 1985. The outage related events of the past weekend indicate that this estimate is too conservative. We request, therefore, that you accept and approve a revised estimate of 100 hours of overtime for general administrative and technical purpose for the subject period.

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APPROVED:

26 Oct 1984
Date

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OL 2122-84